

Need a Passport?

Shelby County Probate Court is an approved passport acceptance agency and will be glad to help you.

You will need proof of U.S. Citizenship; proof of identity; a recent color photograph and fees.

- Proof of Citizenship:
 - Applicants born inside the U.S. may submit a previous U.S. passport or **Certified** birth certificate. A birth certificate must include your full name, date and place of birth, sex, date the birth record was filed, the seal or other certification of the official custodian of such records and the full names of your parent(s).
 - Applicants born outside the U.S. may submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Report of Birth Abroad, or Consular Report of Birth.
- Proof of Identity:
 - You may submit items such as previous or current U.S. passport book or card, driver's license, Certificate of Naturalization; Certificate of Citizenship; military identification; or federal, state or municipal government employee identification card.
- Recent Color Photograph:
 - Submit a color photo of you alone and 2x2 inches in size. The photo must be color, clear, with full front view of your face.
- Fees:
 - Sixteen years and older, \$110.00 check or money order payable to U.S. Dept. of State; and \$25.00 cash, check or charge (MasterCard or Visa) payable to Probate Court. \$135.00 total
 - Fifteen years and younger, \$80.00 check or money order payable to U.S. Dept. of State and \$25.00 cash, check or charge (MasterCard or Visa) payable to Probate Court. \$105.00 total
 - **YOU MUST HAVE A CHECK OR MONEY ORDER PAYABLE TO U.S. DEPARTMENT OF STATE**

Normal processing time is 4 to 6 weeks. Expedited service is 2 to 3 weeks with an additional fee of \$72.85.

Both parents must be present to submit passports of minors or the absent parent must complete a Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16 (DS-3053)

Our office hours for accepting passport requests are 8:30 a.m. to 4:00 p.m. Monday through Friday.

For more information, contact Tumeka R. Hicks at 901-222-3771.